Automation Committee Meeting
November 17, 2021
Via Teams
Approved Minutes

Present: Anthony Arellano, Yvonne Galvan, Dani Haas, Mary Jo Lawrence, Brian Martin, Kristie Pratt, Mollie Roache, Marisol Rodriguez and Chris Wymer (chair)

Excused: Rebecca Adams, Smurti Deshpande

Also Present: Mike Drake, Kevin Nelson, Logic Vang, Mark Lewis, Kristin Baer

I.   The meeting was called to order at 10:01 AM by Chris Wymer.

II.   Roll call was conducted.

III.   Adoption of Agenda – The agenda was adopted as distributed.

IV.   Comments from the Public - None.

V.   The minutes of September 29, 2021 were adopted as distributed.

VI.   Projects for Discussion and Action

   A. Kids Catalog Feedback – Wymer
       1. Wymer asked the committee if they had received any feedback on the Kids Catalog theme. Haas from Fresno commented that a few staff members were excited about the new theme but hadn't received any comments from patrons. The other committee members indicated that they hadn't received feedback from patrons.
   B. Borrower Registration Standards – Wymer
       1. Wymer presented the updated borrower registration standards and asked the committee to double check that all the changes discussed during the previous meeting were included in the revised document. Haas commented that the comments field was missing guidance on recording the expiration date for non-US ID cards, which was discussed in the previous meeting.
       2. Rodriguez asked about guidance on recording the postal code for addresses where the city/st isn't already entered in Horizon. Wymer replied that the postal code is still recorded in the postal code field, but the city and state for the borrower are recorded in address line 3.
       3. Roache asked about handling California identification cards that are not driver's license and if there needed to be any special data entry with those IDs. Pratt commented that when an individual replaces an ID with a driver's license in California, their ID number remains the same, so we do not need any special notations for non-driver's licenses.
       4. Pratt asked about how Horizon determines what phone number to call when there are more than one active phone numbers in the borrower record. Wymer replied he didn't have a chance to test but would ask Drake to investigate it after the meeting.
       5. Roache asked about the procedure for handling lost barcodes when the borrower reports the card as lost but doesn't replace it. Wymer will double check if the guidance is necessary and make the necessary updates to the document.
       6. Wymer told the committee that he would incorporate the edits and can return to the committee with an updated draft in the December meeting. Haas motioned to table

approving the registration standards until the next meeting. Roache seconded the motion. Motion passed.

C. ECF/Broadband Grant Device Lending – Wymer
   1. Wymer discussed lending rules for the hotspot and laptop devices provided through ECF or Broadband Grants funding. Some jurisdictions have requested that these devices only circulate to borrowers registered in their jurisdiction, while others have allowed any adult borrower registered in SJVLS and in good standing to borrow devices. As long as the funding does not include restrictions on device circulation, Wymer would like to standardize the lending rules among the members. He pointed out that under the State's definitions of Universal Borrowing and Equal Access that any California resident is eligible to check out materials from other system members without restriction. Roache commented that is how the circulation of video games at the Tulare Public Library works. They cannot be requested, but any borrower registered in the system can travel to their library and checkout the items.
   2. Lawrence commented that devices could be returned to a library in a different jurisdiction from where it was checked out and asked about how to handle returning the items to their home library. Wymer asked if the devices were being issued with cases. Lawrence commented that only some of their laptops have cases, and Martin said none of Kings County's have cases. Haas commented that Fresno does not provide cases with their devices. The concern is returning them through shipment could cause damage. Roache commented that one possibility might be to require patrons to return the devices to the library they borrowed them from, which is a procedure they follow for blood pressure kits.
   3. Wymer commented that setting up restrictive lending rules could unnecessarily prevent patrons from checking out devices, such as a borrower registered with the Laton branch because they want to access Fresno County's eBook collection but does their primary borrowing at the Hanford branch in Kings County. Because they're a Fresno patron, they would not be able to borrower a device from Kings County. Roache asked how many patrons would travel long distances to checkout a device. She pointed out that for locations like Tulare Public Library are near the boundaries of other jurisdictions and that if a patron from Visalia wanted to travel to their library to checkout a laptop, she would be happy the devices are being used.
   4. Pratt asked if the devices would display in the catalog. Lawrence commented that her devices appear in the catalog. Wymer commented that there are already bibliographic records, and he's in favor of allowing patrons to see where devices are available for checkout. Wymer mentioned he couldn't remember if the devices accepted requests, and the committee members informed him they do not.
   5. Arellano mentioned that once they re-open he's in favor of allowing non-Porterville residents to check out devices. Martin mentioned that Kings is going to allow all adult borrowers in good standing to check out devices. Pratt just wants to make sure that no child borrowers to check out devices because of the requirements to sign an affidavit. Lawrence commented that she would like devices to remain in Madera County, and the circulation rules to do so are already established.
   6. The committee decided to have Wymer draft a device lending policy and bring it back to the committee at the December meeting for discussion and approval.

D. Horizon 7.6.0 – Wymer
   1. Wymer informed the committee about a bug in Sybase that will require SJVLS to migrate the Horizon database to MSSQL before we are able to upgrade to the next version of Horizon. The next version of Horizon implements several important security features, and as a result, SJVLS will be prioritizing the database migration in the coming months. Pratt asked if the migration would only require changes to the database or if it will also include changes to staff workstations. Wymer answered that the migration will require

updates to every staff workstation, and asked Vang if it would be possible to automatically push out the changes. Vang replied that he wasn't sure without more information. Wymer and Vang will investigate possible ways to help with the updates once the migration plans develop.

   E. New Brown Act Requirements and Certification of Need to Continue Virtual Meetings – Wymer
1. Wymer updated the committee on the new modifications to the Brown Act, regarding allowing the committee to continue to meet virtually. To continue virtual meetings, the committee is required to certify that there is an existing need to continue to meet virtually in the interest of reducing the health and safety risk inherent in personal attendance at public meetings.
2. Arellano motioned to certify the need to virtual meetings in the interest of protecting public health and safety. Pratt seconded. The motion passed.

   F. Status Report on Projects – Wymer/Drake/Nelson
1. Wymer did not have a lot to update, most of his time has been occupied with Administrative Librarian tasks. He announced that the Supervising Librarian, which is the System Administrator position, was posted on Tuesday.
2. Drake informed the committee that he observed that items with a status of missing in Horizon need to be updated to a withdrawn status so they can be deleted from the system. He reminded the committee that they need to be manually updated, and that it seems not everyone is doing the process.
3. Nelson provided an update on circuit installations. They're still moving forward. Year 6 had 44 branches and 31 branches are completed. Some of the challenging branches are going to start having work done by Geolinks. Year 7 has 22 upgrades, and 6 are already finished. We're still running into equipment shortage issues. HP Printers are back ordered until next year, and other devices have similar challenges.

VIII. Announcements
   A. Roache shared that Tulare Public Library is hiring for a Librarian, and the position doesn't require a MLIS, so anyone with a bachelor's degree is eligible to apply.

There being no further business the meeting was adjourned at 10:58 a.m.